

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Oct 30,2012		
Station:	KMBC		Drop Down
Sales Region:	NATIONAL		Drop Down
Agency:	LUC Media		
Advertiser:	Koster/D/Attorney General		
Invoice #	927900	Net Invoice Amount	
Invoice Date		Amount Paid	
		Adjustment to Gross Billing	\$ 125.00
		Adjustment to Net Billing	\$ 106.25
AE Name:	Meredith Thompson		
SM Name:	Tony Kim		
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT		Drop Down
	(Field Required - must use drop down list)		

EXPLANATION (Please explain in detail):

LUR for the w/o 10/22

Rachel Ray M-F 9a-10a =5x @ \$125 Lur L3 \$100 total rebate \$125

Revised invoice required? ☐

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____

Updated 03/15/12

HEARST television inc**RECEIVABLES CREDIT/DEBIT MEMO FORM**

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Oct 23,2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Luc Media	
Advertiser:	Koster/D/Attorney General	
Invoice #	927899-1	Net Invoice Amount
Invoice Date		Amount Paid
	Adjustment to Gross Billing	\$ 660.00
	Adjustment to Net Billing	\$ 561.00
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for the w/o 10/15

First news 6a M-F 6a-7a =10x @ \$400 Lur L3 \$340 total rebate \$600Gross/ \$510 net

Sat news 7a-9a = 2x @ \$150 Lur L3 \$120 total rebate \$60 Gross/\$51 net

Revised invoice required?

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DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
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